



MILK DROP DEPOT Informational Guide

Mothers' Milk Bank of Tennessee
2909 Old Fort Parkway, Suite 105, Murfreesboro, TN 37128
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Thank you for your interest in becoming a **Mothers' Milk Bank of Tennessee Milk Drop Depot** collection site! Milk Drop Depots are strategic community partners located across Tennessee that help us collect milk from our approved donors. This guide outlines the process of becoming a Milk Drop Depot and required operation procedures at your site.

Each year, hundreds of mothers from all over Tennessee volunteer to donate their extra expressed breast milk. With the support of our Milk Drop Depots, donating human milk has become an easier process for moms who wish to donate their excess milk. Milk Drop Depots offer an amazing service to our approved donors by providing a convenient place where approved donor mothers can bring their milk to be shipped on to the Milk Bank for processing. Having a Milk Drop Depot at your facility shows your community that you value and support breastfeeding.

Your partnership further advances our mission to provide safe, pasteurized donor human milk to the most vulnerable babies. Together, we are improving outcomes for critical infants with every ounce collected.

Best regards!

Susan B. Campbell, MD, IBCLC

Susan B. Campbell, MD, IBCLC
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Steps to Becoming a Milk Drop Depot

Becoming a Milk Drop Depot is easier than you may think. Our team at Mothers' Milk Bank of Tennessee is here to guide you through each step of the process. If you have any questions, please do not hesitate to contact our team at 615-933-8877 or info@milkbanktn.org.

Step 1

Please complete the Milk Drop Depot application at milkbanktn.org/depot.

Step 2

Determine who will serve as the Milk Drop Depot Director at your site. The Milk Drop Depot Director is the designated contact person for donor moms and Mothers' Milk Bank of Tennessee. Additional members of your team may also log donations and assist with the Depot when you are not available. Please see page 5 for a detailed job description.

Step 3

Establish and sign a Memorandum of Understanding (MOU) with Mothers' Milk Bank of Tennessee. Please see pages 9-11 for an example.

Step 4

Purchase your depot freezer. Please see freezer specifications on page 6.

Step 5

Schedule your Milk Drop Depot ribbon cutting. We kindly request that you hold your opening within six months of submitting your application.

Our team wants to celebrate and highlight your commitment to supporting breastfeeding mothers and improving outcomes for Tennessee's medically fragile babies by increasing access to human milk. See page 8 for our ribbon cutting guide.



Depot Freezer

Milk Drop Depots are asked to purchase the freezer or obtain the funding for the freezer. If you are unable to purchase the freezer, please contact the team at Mothers' Milk Bank of Tennessee to discuss other possible options.

Freezer Requirements

- Freezer must be dedicated to Donor Milk only.
 - Pasteurized Donor Human Milk (PDHM) can be stored in the same freezer if the PDHM is stored on the top shelf. Raw milk must be stored below the PDHM.
- Freezer location: must be a non-public, secure location with room for at least a 20 cubic foot freezer with lock.

Freezer Temperature

- Maintain an upper limit of freezer temperature at -17°C or -4°F . Notify Mothers' Milk Bank of Tennessee if the temperature rises above -5°C or 23°F after the door has been left closed for 2 hours.
- Check freezer temperature daily and complete Temperature log to submit monthly.
- The freezer temperature will temporarily rise when the door has been opened, so schedule daily freezer checks at a time when the freezer has been closed for at least 2 hours (first thing in the morning may be best).

Defrosting and Cleaning

Schedule routine Defrosting and Cleaning every 6 months (or more, if needed):

- Ship all milk or schedule a pick-up so freezer is empty prior to cleaning and defrosting
- Turn off freezer
- Clean, once defrosted
- Turn freezer back on
- Wait minimum of 48 hours before accepting next donor milk

Specifications for Purchasing a Freezer

- Any standard freezer sold for kitchen use is sufficient, as long as it meets the following requirements:
- Freezer Capacity (Cubic Feet): 20.2 or more
- Defrost Type: Frost-free
- Security Lock: Yes
- ENERGYSTAR Qualified: Yes
- Adjustable Temperature Control: Yes

Frigidaire has several models that meet these qualifications and are often available at a reasonable price.



Intake Instructions

Please print a copy of this document and hang it on or near the freezer.

- Check for Proper Identification of Milk
 - Each individual storage bag or container must be labeled with the full date (including the year) that the milk was pumped, donor's last name and donor number.
 - The individual milk storage bags are to be delivered in a large Ziplok style bag by the donor. Each larger bag must include donor's last name, donor number and date of oldest milk in the large bag.
 - If the containers are not marked, there must be a card in the bag of containers with this information. If not traceable to the donor, we will have to discard the milk.
- Please only accept milk that is frozen.
- Have the donor complete the Receiving Log information. If any of her milk loses its labels, this log allows us to track the milk to the appropriate donor.
- Please submit a copy of the Receiving Log to Mothers' Milk Bank of Tennessee by fax or online on the day milk is received.
- Make a copy of the Receiving Log to send with the courier when milk is picked up.
- Notify us if the freezer is not holding its temperature: it should be no warmer than -17°C (or -4°F). The temperature will temporarily rise when the door has been opened, so base the assessment on the first check of the day.
- Submit the temperature log at the first of each month for the prior month.

Important Contact Information

Mothers' Milk Bank of Tennessee

Phone: 615-933-8877 | Fax: 615-285-8238 | Email: info@milkbanktn.org

Tracey McMahan
State Depot Director
Phone: 810-841-8644
Email: tracey.mcmahan@milkbanktn.org

Christina Vargo
Director of Operations
Phone: 615-933-8877
Email: christina.vargo@milkbanktn.org

Ribbon Cutting

Our team wants to celebrate our partnership and highlight your commitment to supporting breastfeeding mothers. Thank you for being a strategic partner with us. Your support will play a significant role in improving outcomes for Tennessee's medically fragile babies by increasing access to human milk.

Steps to Planning Your Opening

- Coordinate an opening date with Mothers' Milk Bank of Tennessee and your facility's leadership team.
- Connect your marketing team with our Marketing Director, Amy Painter at Amy.Painter@milkbanktn.org. Together, our teams will collaborate on a press release and promotions. See page 12 for a sample press release.
- Work with our team in identifying who will be your first donor at your Milk Drop Depot.
- Invite your community to celebrate with us. Include an invitation to your local Chamber of Commerce or other groups in your community.
- If you wish to serve light refreshments, plan your menu.

Sample Ribbon Cutting Agenda:

(Approx. 10 minutes)

- Welcome and Introduction of Depot Director- Hospital leadership (if available)
- Remarks by Depot Director
- Remarks by Mothers' Milk Bank of Tennessee's Leadership
- Present orchid to first donor mom (provided by Mothers' Milk Bank of Tennessee)
- Cut the ribbon and photos



Sample Memorandum of Understanding (page 1/3)

Memorandum of Understanding
PARTNERSHIP AGREEMENT BETWEEN

AND

Mothers' Milk Bank of Tennessee

This Partnership Agreement (hereinafter referred to as "AGREEMENT", dated _____, is made by and between _____ (hereinafter referred to as "MILK DROP DEPOT") and Mothers' Milk Bank of Tennessee (hereinafter referred to as "MILK BANK").

RECITALS

Whereas MILK BANK seeks sites for human milk donation in communities wishing to increase donor human milk use, and has agreed to support the MILK DROP DEPOT in collecting, storing and shipping human milk donations from MILK DROP DEPOT to the MILK BANK.

Whereas MILK BANK desires to operate and provide a human milk depot site to the _____ community, to accept human milk donations from donors screened by MILK BANK; and

Whereas the parties desire to enter into this AGREEMENT for the MILK DROP DEPOT to work in conjunction with MILK BANK in order to collect human milk from local donors for MILK BANK to use.

NOW, THEREFORE, in consideration of the above recitals, the parties hereto agree to the following:

I. DONOR HEALTH SCREENING

MILK BANK will conduct all health screenings. MILK DROP DEPOT will assist in referring new donors to MILK BANK for donation eligibility.

Sample Memorandum of Understanding (page 2/3)

II. ACCEPTING MILK

1. Responsibility

MILK DROP DEPOT shall be responsible for the collection and logging of all human milk donations. MILK DROP DEPOT will ensure that when accepting donations, all protocols are followed.

III. INDEMNITY

1. MILK BANK shall hold harmless MILK DROP DEPOT to any loss or damage from lost milk. MILK DROP DEPOT will not take liability by collecting donor human milk.

IV. PROPERTY

1. FREEZER- MILK DROP DEPOT will provide the freezer/storage unit beginning _____ for the storage of donations.
2. SHIPPING MATERIALS- MILK BANK will provide the shipping materials to DEPOT.
3. SHIPPING COST- the shipping cost is the responsibility of MILK BANK.
4. DRY ICE - MILK DROP DEPOT will purchase dry ice, if needed for shipping, and be reimbursed by MILK BANK.
5. UTILITY COST - MILK DROP DEPOT will be responsible for the utility cost of the storage unit.

V. CONDITIONS

This AGREEMENT shall be construed and interpreted according to the laws of the State in which it exists.

VI. CONDITIONS OF TERMINATION

A. Term

This AGREEMENT shall be for a term of five (5) years from the date of execution unless the parties agree to an extension.

B. Early Termination

This AGREEMENT may be terminated, without cause or penalty, by either MILK BANK or MILK DROP DEPOT SITE by mailing written notice, certified mail, return receipt requested to the other party within ninety (90) calendar days prior to termination.

Sample Memorandum of Understanding (page 3/3)

C. Notices

All legal notices required pursuant to this AGREEMENT shall be in writing. Any notice required to be given under the terms of this AGREEMENT shall be deemed to have been given when (i) received by party to whom it is directed by hand delivery or personal service, (ii) sent by U.S. mail via certified mail-return receipt requested at the following address:

Mothers' Milk Bank of Tennessee
2909 Old Fort Parkway
Suite 105
Murfreesboro, TN 37128

VII. ENTIRE AGREEMENT

This AGREEMENT sets forth the entire understanding and agreement between the parties hereto and supersedes all previous communications, negotiations and agreements, whether oral or written, with respect to the operations of the MILK DROP DEPOT. No additions to or modifications of this AGREEMENT shall be binding on either party unless reduced to writing and duly executed by or on behalf of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their duly authorized representatives this date, _____.

Milk Drop Depot Contact

Mothers' Milk Bank of TN Contact

Second Milk Drop Depot Contact

Sample Press Release

FOR IMMEDIATE RELEASE

Tuesday, July 19, 2022

Mothers' Milk Bank of Tennessee Partners with Shults Pediatrics to Open the 13th Milk Drop Depot

Knoxville, TN – Mothers' Milk Bank of Tennessee announces a formal partnership Shults Pediatrics to become the organization's 13th Milk Drop Depot in the state. The Milk Drop Depot at Shults Pediatrics will provide a convenient place for pre-screened and approved milk donors to donate their frozen milk to Mothers' Milk Bank of Tennessee. Donations received at Shults Pediatrics will be transported to Mothers' Milk Bank of Tennessee 's facility located in Murfreesboro, TN. Mothers' Milk Bank of Tennessee is a 501(c)(3) nonprofit milk bank dedicated to providing safe, pasteurized donor human milk to the most vulnerable babies. The organization filters, mixes, bottles, pasteurizes and cultures donated breastmilk from approved donors before distributing the donor milk to neonatal intensive care units (NICUs) in Tennessee.

"The opening of the state's 13th Milk Drop Depot at Shults Pediatrics will allow Mothers' Milk Bank of Tennessee to better serve our approved donors in the Knoxville area," said Susan Campbell, MD, IBCLC, and Executive Director of Mothers' Milk Bank of Tennessee. Mothers' Milk Bank of Tennessee is the state's only nonprofit milk bank. The organization relies on support from the entire state to further advance their mission to serve all the NICU babies in Tennessee in need of human donor milk and support breastfeeding mothers.

"I applaud the physicians and leadership at Shults Pediatrics and Summit Medical Group for their strategic partnership with Mothers' Milk Bank of Tennessee. Becoming a Milk Drop Depot is a great way to promote the benefits of breastmilk while also providing a great service to donor moms. Their support will allow us to reach more medically fragile babies across Tennessee's NICUs," said Campbell.

The opening of the Mothers' Milk Bank of Tennessee's 13th Milk Drop Depot will be held at Shults Pediatrics in Knoxville, TN on July 29 at 5 p.m. (EST).

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Share Your Photo

Help inspire others to donate by submitting your photo and your story to us! Scan the QR code to upload your photo, share a little about yourself and complete a photo release form.



milkbanktn.org/form

Photos may also be submitted to Amy.Painter@milkbanktn.org.



Please print and provide donors the opportunity to submit their photos.

